
Approved For Release 2001/07/12 : CIA-RDP73-00099A000200090016-2

QUARTERLY REPORT
FOR QUARTER ENDING 31 DECEMBER 1969
1 JANUARY 1970

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CIA ARCHIVES AND RECORDS CENTER QUARTERLY REPORT

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CIA ARCHIVES AND RECORDS CENTER QUARTERLY REPORT

PART I

HOLDINGS OF EACH COMPONENT BY CATEGORY OF RECORDS
EXPLANATION OF CATEGORIES OF RECORDS STORED AT THE ARCHIVES & RECORDS CENTER

INACTIVE OFFICE RECORDS

These are records created by all components of the Agency in the normal course of their operations. The records are retired to the Archives and Records Center when they become inactive and in accordance with approved Records Control Schedules.

VITAL RECORDS

These are records essential to the continuity of Agency operations during an emergency. This is to provide for operations at the relocation site and to back up certain daily operations at Headquarters. Since these are copies and duplicates of current active records in the offices, these Vital Records are stored and totaled separately from Archival and inactive office records holdings.

SUPPLEMENTAL DISTRIBUTION
COPIES OF REPORTS & MAPS

This is the reserve stock of Agency produced finished intelligence reports and maps held at the Archives and Records Center for immediate release to Agency Components, other USIB Agencies and Foreign Governments as they are needed to supplement the initial distribution.

ARCHIVAL RECORDS

These are records of enduring value to the Agency as a whole and document the mission and function of the Agency. They are normally the records identified as Permanent in the Records Control Schedules and have been separated from the other inactive office records with the assistance of the component Records Management Office.

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| AREA | OFFICE | INACTIVE RECORDS | VITAL RECORDS | SUP. DIST. REPORTS & MAPS | OFFICE TOTAL |
|---------------------|--------------------|---------------------|------------------|------------------------------|-----------------|
| DCI | ODCI | 174 | 3 | | 177 |
| | STUDIES IN INTELL. | | | 27 | 27 |
| | CABLE | 694 | 159 | | 853 |
| | HS | 9 | | | 9 |
| | PA | 44 | | | 44 |
| | OPPB | 56 | 6 | | 62 |
| | OLC | 87 | | 6 | 93 |
| | OGC | 63 | 2 | 2 | 67 |
| | OIG | 46 | | | 46 |
| | ONE | 80 | 15 | 81 | 176 |
| | NSC | 278 | | | 278 |
| | DIA | | 5 | | 5 |
| | SAVA | 31 | | | 31 |
| TOTALS FOR DCI AREA | | 1,562 | 190 | 116 | 1,868 |

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| AREA | OFFICE | INACTIVE RECORDS | VITAL RECORDS | SUP. DIST. REPORTS & MAPS | OFFICE TOTAL |
|---------------------|--------|---------------------|------------------|------------------------------|-----------------|
| DDI | ODD | 41 | 1 | 1 | 43 |
| | IRS | 12 | 1 | | 13 |
| 25X1A | | 1,553 | 14 | | 1,567 |
| STATSPEC | | 377 | 6 | 221 | 604 |
| | OER | 280 | 4 | 142 | 426 |
| | OBI | 364 | 3,094 | 14,115 | 17,573 |
| | OCI | 121 | 53 | 5 | 179 |
| | CRS | 9,332 | 1,108 | 369 | 10,809 |
| | NPIC | 135 | 3,347 | 771 | 4,253 |
| | OSR | 23 | 46 | 141 | 210 |
| TOTALS FOR DDI AREA | | 12,238 | 7,674 | 15,765 | 35,677 |

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| AREA | OFFICE | INACTIVE RECORDS | VITAL RECORDS | SUP. DIST. REPORTS & MAPS | OFFICE TOTAL |
|---------------------|--------|---------------------|------------------|------------------------------|-----------------|
| DDP | AF | Retired by RID | 22 | | 22 |
| | MPS | " " " | 12 | | 12 |
| | CA | " " " | 4 | 68 | 72 |
| | CCS | " " " | 15 | | 15 |
| | CI | " " " | 18 | | 18 |
| 25X1A | | " " " | 1 | | 1 |
| | EUR | " " " | 46 | | 46 |
| | FE | " " " | 54 | | 54 |
| | FI | " " " | 4 | | 4 |
| 25X1A | | 1,243 | 1 | | 1,244 |
| | NE | Retired by RID | 15 | | 15 |
| | PC | " " " | 1 | | 1 |
| | RID | 21,102 | 415 | | 21,517 |
| | SB | Retired by RID | 37 | | 37 |
| 25X1A | | " " " | 6 | 45 | 51 |
| | TSD | 730 | 5 | | 735 |
| | WH | Retired by RID | 52 | | 52 |
| TOTALS FOR DDP AREA | | 23,075 | 708 | 113 | 23,896 |

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| AREA | OFFICE | INACTIVE RECORDS | VITAL RECORDS | SUP. DIST. REPORTS & MAPS | OFFICE TOTAL |
|---------------------|--------|---------------------|------------------|------------------------------|-----------------|
| DDS | ODD | 80 | 1 | | 81 |
| | SSS | 10 | 3 | 319 | 332 |
| | OS | 3,199 | 14 | | 3,213 |
| | OTR | 507 | 128 | | 635 |
| | OP | 1,631 | 40 | | 1,671 |
| | OL | 2,414 | 34 | 2 | 2,450 |
| | OC | 608 | 13 | | 621 |
| | OMS | 1,147 | 6 | | 1,153 |
| | OF | 11,707 | 64 | | 11,771 |
| TOTALS FOR DDS AREA | | 21,303 | 303 | 321 | 21,927 |

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| AREA | OFFICE | INACTIVE RECORDS | VITAL RECORDS | SUP. DIST. REPORTS & MAPS | OFFICE TOTAL |
|------------------------|--------|---------------------|------------------|------------------------------|-----------------|
| | | | | | 52 |
| DD/S&T | ODD | 52 | | | 917 |
| | FMSAC | 835 | 12 | 70 | 81 |
| | ORD | 81 | | | 586 |
| | OSA | 585 | 1 | | 1,288 |
| | OSI | 1,023 | 29 | 236 | 336 |
| | OCS | 53 | 283 | | 123 |
| | OEL | 114 | | 9 | 28 |
| | SPINT | 27 | 1 | | 327 |
| | OSP | 327 | | | |
| TOTALS FOR DD/S&T AREA | | 3,097 | 326 | 315 | 3,738 |

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| | INACTIVE RECORDS | VITAL RECORDS | SUP. DIST. (REPORTS & MAPS) | ARCHIVAL RECORDS | TOTAL HOLDINGS |
|---------------|---------------------|------------------|--------------------------------|---------------------|-------------------|
| AGENCY TOTALS | 61,275 | 9,201 | 16,630 | 12,677 | 99,783 |

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PART II

HOLDINGS OF INACTIVE OFFICE RECORDS LISTED BY DISPOSITION CODE

THE RECORDS ARE LISTED BY AREA, OFFICE, DISPOSITION CODE AND VOLUME WITH A TOTAL FOR EACH DISPOSITION CODE FOR EACH OFFICE, THE TOTAL INACTIVE OFFICE RECORDS FOR EACH OFFICE AND THE TOTAL INACTIVE OFFICE RECORDS FOR EACH AREA:

EXPLANATION OF DISPOSITION CODES

1 - PERMANENT RECORDS

These are records identified as records of enduring value by existing Records Control Schedules and will eventually be processed into the Agency's Archival Records.

2 - TEMPORARY RECORDS

These are records that have a definite disposition instruction in existing Records Control Schedules and will be pulled from the shelf and destroyed when the specified time has elapsed.

3 - INDEFINITE RECORDS

The disposition instructions for these does not provide for destruction but instead calls for some future action to be taken prior to destruction.

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| AREA | OFFICE | PERMANENT | TEMPORARY | INDEFINITE | TOTAL |
|-----------|------------|-----------|-----------|------------|-------|
| | | | | 4 | 174 |
| DCI | ODCI | 153 | 17 | | |
| | CABLE SEC. | 72 | 610 | 12 | 694 |
| | HS | 9 | 0 | 0 | 9 |
| | PA | 19 | 25 | 0 | 44 |
| | OPPB | 47 | 9 | 0 | 56 |
| | OLC | 74 | 13 | 0 | 87 |
| | OGC | 63 | 0 | 0 | 63 |
| | OIG | 34 | 7 | 5 | 46 |
| | ONE | 78 | 2 | 0 | 80 |
| | NSC | 278 | 0 | 0 | 278 |
| | SAVA | 26 | 5 | 0 | 31 |
| TOTALS | | 853 | 688 | 21 | 1,562 |
| PER. CENT | | 54.6 | 44.0 | 1.4 | |

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| AREA | OFFICE | PERMANENT | TEMPORARY | INDEFINITE | TOTAL |
|----------|----------|-----------|-----------|------------|--------|
| DDI | ODD | 38 | 3 | 0 | 41 |
| | IRS | 4 | 2 | 6 | 12 |
| 25X1A | | 119 | 332 | 1,102 | 1,553 |
| STATSPEC | | 318 | 27 | 32 | 377 |
| | OER | 107 | 171 | 2 | 280 |
| | OBCI | 252 | 1 | 111 | 364 |
| | OCI | 74 | 47 | 0 | 121 |
| | CRS | 3,866 | 458 | 5,008 | 9,332 |
| | NPIC | 30 | 39 | 66 | 135 |
| | OSR | 4 | 19 | 0 | 23 |
| <hr/> | | | | | |
| | TOTALS | 4,812 | 1,099 | 6,327 | 12,238 |
| | PER CENT | 39.3 | 9.0 | 51.7 | |

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| AREA | OFFICE | PERMANENT | TEMPORARY | INDEFINITE | TOTAL |
|-------|-----------|-----------|-----------|------------|--------|
| DDP | FI/D | 750 | 43 | 450 | 1,243 |
| | TSD | 213 | 11 | 506 | 730 |
| | *RID | 1,262 | 350 | 19,490 | 21,102 |
| <hr/> | | | | | |
| | TOTALS | 2,225 | 404 | 20,446 | 23,075 |
| | PER. CENT | 9.6 | 1.8 | 88.6 | |

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| AREA | OFFICE | PERMANENT | TEMPORARY | INDEFINITE | TOTAL |
|------|----------|-----------|-----------|------------|--------|
| DDS | ODD | 76 | 0 | 4 | 80 |
| | SSS | 10 | 0 | 0 | 10 |
| | OS | 36 | 2,803 | 360 | 3,199 |
| | OTR | 211 | 246 | 50 | 507 |
| | OP | 67 | 1,449 | 115 | 1,631 |
| | OL | 142 | 2,248 | 24 | 2,414 |
| | OC | 172 | 436 | 0 | 608 |
| | OMS | 66 | 1,039 | 42 | 1,147 |
| | OF | 680 | 8,989 | 2,038 | 11,707 |
| | TOTALS | 1,460 | 17,210 | 2,633 | 21,303 |
| | PER CENT | 6.9 | 80 | 12.4 | |

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| AREA | OFFICE | PERMANENT | TEMPORARY | INDEFINITE | TOTAL |
|-------|----------|-----------|-----------|------------|-------|
| DDS&T | ODD | 33 | 19 | 0 | 52 |
| | FMSAC | 11 | 819 | 5 | 835 |
| | ORD | 64 | 14 | 3 | 81 |
| | OSA | 314 | 270 | 1 | 585 |
| | OSI | 278 | 737 | 8 | 1,023 |
| | OCS | 8 | 45 | 0 | 53 |
| | OEL | 29 | 52 | 33 | 114 |
| | OSP | 253 | 70 | 4 | 327 |
| | SPINT | 22 | 0 | 5 | 27 |
| | TOTALS | 1,012 | 2,026 | 59 | 3,097 |
| | PER CENT | 33 | 65 | 2 | |

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| | PERMANENT | TEMPORARY | INDEFINITE | TOTAL |
|---------------|-----------|-----------|------------|--------|
| AGENCY TOTALS | 10,362 | 21,427 | 29,486 | 61,275 |
| PER CENT | 17 | 35 | 48 | |

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